



**TOWN OF UXBRIDGE
BOARD OF SELECTMEN**
Town Hall Room 102
21 South Main Street
Uxbridge, MA 01569-1851
508-278-8600 Fax 508-278-8605
town.manager@uxbridge-ma.gov

**Jill R. Myers
Town Manager**

MEMORANDUM

TO: Honorable Board of Selectmen

FROM: Jill R. Myers, Town Manager

DATE: February 9, 2007

SUBJECT: Town Manager's Report for the BOS Meeting of February 12, 2007

DEPARTMENT HEAD MEETING ON 2/1/07

On 2/1/07, the Department Heads and I held a meeting to discuss project requests and timelines for usage of the School Town Building Maintenance Account. Larry Bombara and Irving Priest have agreed to co-chair this working group. The working group has developed project definitions, criteria, and finalizing a project listing. They will also revisit the facilities survey conducted a few years ago and attempt to update it. They will meet the first Thursday of the month after the Public Safety Meeting.

FY08 CAPITAL PLAN

The FY08 Capital Plan was completed and forwarded to the BOS and Finance Committee on 1/30/07. The FinComm held a meeting with the Capital Committee and me on 2/8. At the meeting the Capital process, projects, and funding options were discussed. FinComm will continue this discussion at a meeting on 2/14 or 2/15. The next Capital Committee meeting is 2/12 at 5:00pm.

FY08 BUDGET

During the weeks of 1/22 and 1/29/07, David Genereux and I met individually with all Department Heads and committee chairs regarding their FY08 budget submissions. Having received the preliminary School Committee budget on 2/5 at their hearing, we are working to on our preliminary draft. The next School Committee meeting is 2/13.

BOS OFFICE STAFFING

Joe Smith has agreed to stay on in a temporary capacity until Friday, 3/2/07. On Monday, 3/5/07, Tracy Leavitt will assume the position of Administrative Assistant to the Board of Selectmen.

HAPPY HOLLOW SCHOOLHOUSE

On 1/17, I met with the Son's of the Union, Sherman Camp 18. They plan to seek grant funding and requested to contact the Taft Memorial Trust for financial assistance with the survey of the building by a historical surveyor (\$200-\$300). The group also discussed combining the parcel which houses the Scout Shack with the Schoolhouse as they noted the Town owns both, and also seeks an annual appropriation for maintenance. The BOS will need to formally consider such action. They also welcome Eagle Scout projects. At the meeting they also asked if DPW would tarp the roof of the schoolhouse; the tarp was donated. That action occurred two weeks ago. On 2/5, I hosted a meeting with representatives and Mr. Ken Redding to informally discuss the group's request to the Trust.

DOUGLAS STREET

On 1/8, the BOS voted to issue the RFP. An addendum was issued to add the draft purchase and sale agreement and correct the due date to 2/20/07. GIS maps with aerial photos were also mailed. Town Counsel confirmed that the addendum was appropriate and that the process was not put at risk by the oversight. The walk-through for the RFP on the Douglas Street property took place on 1/30/06. One party was present.

EXPEDITED PERMITTING

I made a presentation to the Planner's round-table with the City of Worcester at CMRPC. CMRPC has funding available to assist Town's with the application and grant process, but not until the end of this month. I am working on the technical grant request.

ELECTIONS

The Town Clerk is working on a package for nomination papers; voter list availability, and working with the Cable Access Director on a standard message/process for candidates.

WEBSITE COMMITTEE

Staff and I met with the Website Committee on 2/1/07. Content and video streaming – Jenn – please add to this...

ANNUAL TOWN REPORT

A first draft of the FY06 Annual Town Report will be available some time within the next few weeks. Susan Dion, a local artist, has agreed to allow us to use her watercolor painting of the Library for the cover of this report. All reports have been submitted.